



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

February 27, 2014

To: All Department Heads
From: William T Fujioka
Chief Executive Officer

A handwritten signature in blue ink, appearing to be "W. Fujioka", is written over the printed name of the Chief Executive Officer.

2014 NATIONAL ASSOCIATION OF COUNTIES ACHIEVEMENT AWARDS

The National Association of Counties (NACo) has issued a call for entries for its 2014 Achievement Awards. The County of Los Angeles has been very successful over the years in earning recognition for its outstanding and innovative programs. We now ask you to consider your 2014 NACo submissions.

There are 21 program categories ranging from Arts and Historic Preservation, Civic Education and Public Information, Community/Economic Development, Financial Management, Health, Libraries, Risk Management and Transportation. Although some entries may fit into more than one category, entries should be submitted in one category only (see attached).

Please note that NACo's application process requires that the contact information, title, and category of the program be submitted in an online application, as outlined in the attached guidelines. *However, the program narrative, contact information, a copy of the e-mailed confirmation page, and any supplemental materials must still be sent to NACo via U.S. mail by the Chief Executive Office (CEO).*

Although some County departments have been contacted directly, NACo continues to request that the CEO coordinate the hard copy filing of all County department entries (program narrative, e-mailed confirmation page, and any supplemental materials). Therefore, departments are asked to forward their entries through this Office.

We will send one check to cover all County entries along with the required letter of endorsement. We have been notified that the NACo deadline is March 31, 2014. If your department plans to submit an entry for the 2014 NACo Achievement Awards, please note that the **CEO deadline is March 14, 2014.**

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

All Department Heads
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It is imperative that your applications are received by the March 14 deadline in order to be included in the County submission. Please submit an **original, plus two copies of the program narrative, e-mailed confirmation page, and any supplemental materials to**.

Loreto Maldonado, Director
CEO – Office of Workplace Programs
500 West Temple Street, Room B-1
Los Angeles, CA 90012

Thank you for your active support in this important project which recognizes innovative county government programs. If you have questions about the NACo Achievement Awards program, please contact Ms. Maldonado at (213) 974-2495, or lmaldonado@ceo.lacounty.gov.

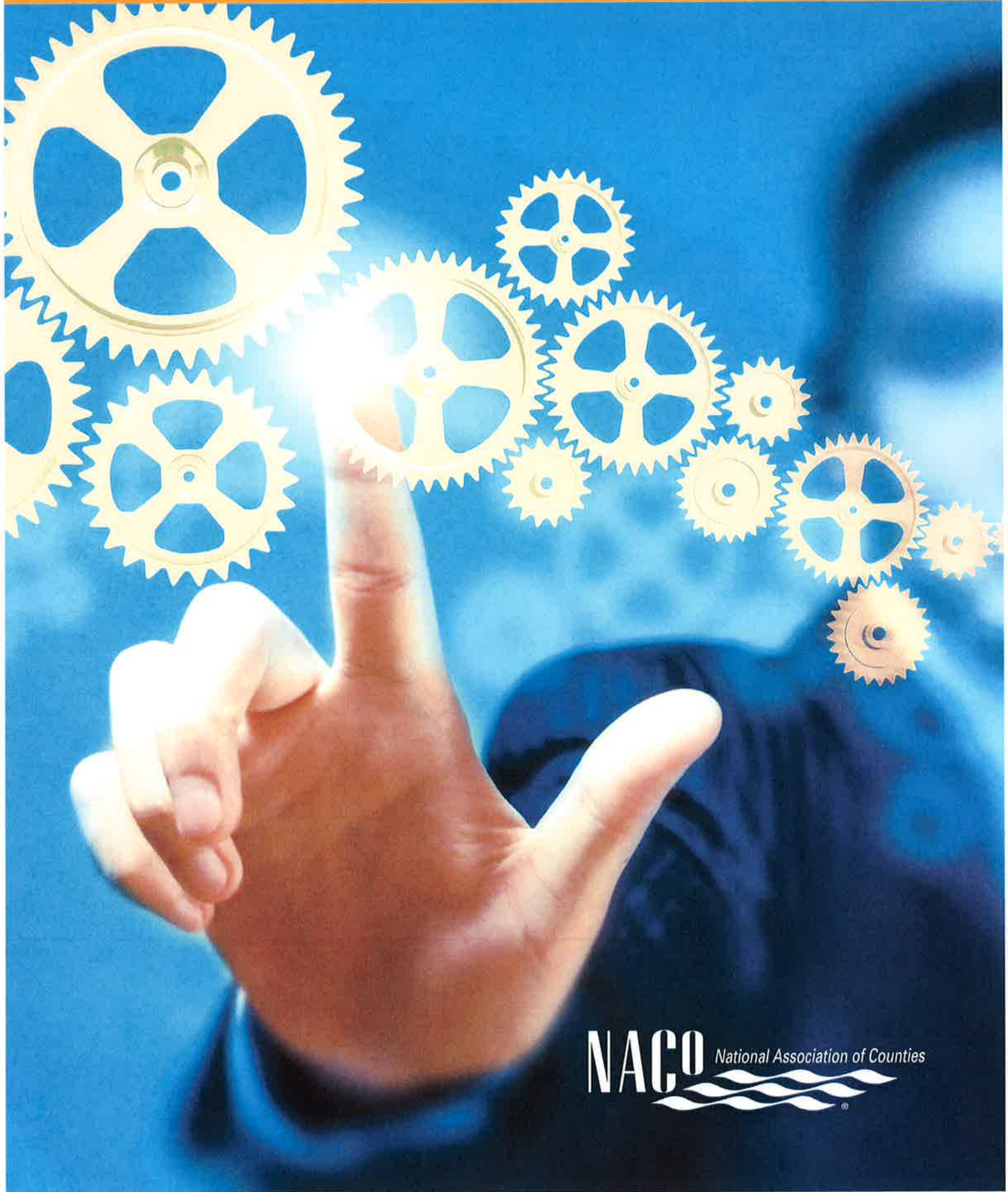
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mr

Attachment

c: Each Supervisor

N:\2014NationalAssociationofCounties(NACO)Achievement Awards

2014 ACHIEVEMENT AWARDS



NACO *National Association of Counties*

2014 ACHIEVEMENT AWARD PROGRAM

WHAT IS THE ACHIEVEMENT AWARD PROGRAM?

The Achievement Award Program is a non-competitive awards program which seeks to recognize innovative county government programs. Outstanding programs from each category may be selected as the Best of Category.

ELIGIBILITY AND CRITERIA

WHAT IS REQUIRED TO APPLY?

For each program being nominated, general information and a program summary must be uploaded online and payment must be submitted to the National Association of Counties (NACo). For more information, please see the [HOW TO APPLY](#) section. Judging and review will not take place for unpaid **or** incomplete applications.

WHO IS ELIGIBLE TO SUBMIT APPLICATIONS?

Only county government and state associations of counties are eligible to submit applications. There is no limit to the number of applications that can be submitted.

WHAT ARE THE ELIGIBILITY STANDARDS?

All applications must comply with the following standards:

1. The start date of the program must be **explicitly outlined**; the program must have become operational after **January 1, 2009**, and must have measurable results.
2. County officials and/or staff, as part of their official duties must have played a significant role in developing and implementing the program, with limited assistance from outside technical experts and/or consultants.
3. All steps in the application process must be completed and all application fees must be paid in full by **March 31, 2014 at 11:59 PM EST**.
4. The program must meet the conditions outlined in the next section, [PROGRAM CRITERIA](#).

2014 NACO ACHIEVEMENT AWARD CATEGORIES

- Arts and Historic Preservation
- Children and Youth
- Civic Education and Public Information
- Community/Economic Development
- County Administration and Management
- Court Administration and Management
- Criminal Justice and Public Safety
- Emergency Management and Response
- Employment and Training for county residents
- Environmental Protection and Energy
- Financial Management
- Health
- Human Services
- Information Technology
- Libraries
- Parks and Recreation
- Personnel Management, Employee Training and Employee Benefits for county employees
- Planning
- Risk Management
- Transportation
- Volunteers



PROGRAM CRITERIA

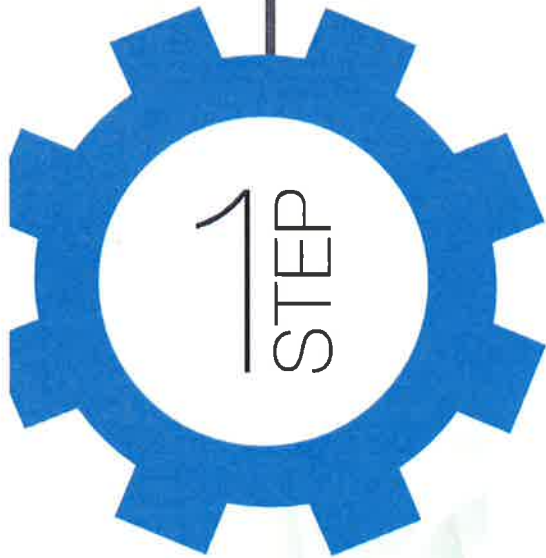
The nominated programs must meet the following criteria:

1. Programs must accomplish one of the following:
 - Offer a new service to county residents, fill gaps in the availability of services, tap new revenue sources;
 - Improve the administration of an existing county government program;
 - Upgrade the working conditions or level of training for county employees;
 - Enhance the level of citizen participation in, or the understanding of government programs;
 - Provide information that facilitates effective public policy making; or
 - Promote intergovernmental cooperation and coordination in addressing shared problems.
2. In the case of a program that is in response to a federal or state law, regulation, or order, the program **must go beyond mere compliance with the statute, regulation or order, and must display a creative approach to meeting those requirements.**
3. The program must have proven measurable results (e.g. cost savings, enhanced employee productivity, improved constituent service, created better intergovernmental cooperation).
4. The program must be innovative and not rely on the application techniques or procedures that common practice in most counties of similar population and size.
5. All aspects of the program must be consistent with acceptable governmental and financial management practices and must promote general governmental accountability.

INELIGIBLE PROGRAMS INCLUDE:

- Programs designed to influence laws and regulations;
- Certification or accreditation programs;
- Events that **ONLY** take place one time such as conducting a conference, or formation of a task force or committee;
- Programs that are adopted, whole or in part, from other public or private entities;
- Programs, whole or in part, that have received a previous Achievement Award;
- Programs that involve the automation of function, the purchase/utilization of new technology/equipment, the construction of a building or privatization/contracting out of a function;
- Programs that involved the relocation of facilities or staff or the hiring of additional staff;
- Programs that **ONLY** comply with federal or state law, regulation or order and do not go beyond federal and state requirement; or
- A newsletter or publication.

HOW TO APPLY



PREPARE NOMINATION SUMMARY

- Have no more than eight typed pages. **Any typed format, single or double space. The file size can be no more than 2MB.**
- Include writing that is clear and concise. **The average reader needs to understand the objectives and judge the merits of the program.**
- Be well written. Address the criteria below and have limited grammatical and spelling errors.
- Be converted into PDF format
- Have measurable results. **Programs could have been implemented a few months to five years ago, but there needs to be outcome measures available.**
- Included the name of the program, the county and state submitting the application, and the page number on the top of each page.
- Address the following items below by number and in the format that they are listed in.

PAGE GUIDELINES

ABSTRACT OF THE PROGRAM

- In approximately 200 words or less, summarize the program including the program description, purpose and outcomes. **Approximately ¼ page.**
**** Abstracts of award winning programs will be published. Please be sure to provide comprehensive and concise information as this section will be used in whatever format it is submitted in.**

THE PROBLEM/NEED FOR THE PROGRAM

- Discuss the problem/need that prompted the development of the program and the county's legal obligation, if any, to take action. **Approximately ¼ pages.**

DESCRIPTION OF THE PROGRAM

- Provide a description of the nominated program, including its objectives, time frame for development and implementation, clientele being served, the county's role in implementing the program, and contribution, if any, of other partners (e.g. state and federal government, consultants, and private partnerships). **Approximately 2 ½ pages.**

RESPONDING TO ECONOMIC DOWNTURN (OPTIONAL)

- If applicable, describe how this program responded to recent county budget constraints or addressed the county's new economic reality. **Approximately ¾ page.**

USE OF TECHNOLOGY

- Describe all the items of technology that your program utilized in its implementation. This could include intranet, internet, websites, GIS, GPS, cable, kiosks, software, LAN, WAN, databases, etc. You may provide this information in a list or paragraph format. **Approximately ¼ page.**

THE COST OF THE PROGRAM

- Describe both the operating and capital costs incurred in developing and implementing the program. List all costs that would be incurred by a county attempting to replicate the program. **Approximately ¾ to 1 page.**

THE RESULTS/SUCCESS OF THE PROGRAM

- Provide a description of the results and the success of the program in meeting its objectives. Include specific examples and outcome measures. **Approximately ¾ to 1 page.**

WORTHINESS OF AN AWARD

- Give justification for why this program meets outlined criteria and should be awarded a 2014 Achievement Award. **Approximately ¼ - ½ page.**


SUPPLEMENTAL MATERIALS (OPTIONAL)

- Supplemental materials such as pictures and charts may be uploaded in a separate PDF document once you complete the check-out process.

HOW TO APPLY

PROVIDE GENERAL ENTRY INFORMATION

CONTACT INFORMATION

- 
- The person named as the contact should be the **primary contact for this program**. All correspondences and logistical communications about the program will be directed to the contact person listed on the application. A link to the online application system can be found at www.naco.org/achievementawards. To complete the application process, each person must have a log in (your email address). If your email address is not registered in the NACo database or if you are not a NACo member, please follow the directions to create a log in. It may take up to 24 hours to verify the information and for the log in information to be emailed to you. Once logged in, your contact information will automatically populate the online application form.

If you are submitting the application on behalf of another person in your county, please be sure to indicate the other person as the primary contact at this time. Each of those individuals will be contacted with any questions regarding, billing, addresses, or programmatic questions regarding the application.

PROGRAM INFORMATION

PROGRAM TITLE

- Should your program win an award, the program title you provide is **exactly** what will appear on the certificate as well as any of the various media channels on which NACo publicizes the award. The title should be no more than 75 characters and should not include the county name. The county name automatically appears on the certificate.

PROGRAM CATEGORY

- Please choose one category from the list. Note that the selection of a program category should be determined by the content of the program, not the organizational department. If you feel your application fits into two or more categories, please choose one category that best covers the main topic area of your program.

ABSTRACT

- In approximately 200 words or less, summarize the program including the program description, purpose and outcomes. **Abstracts of award winning programs will be published. Please be sure to provide comprehensive and concise information as this section will be used in whatever format it is submitted in.** The abstract must also be included in the nomination summary file uploaded after checkout.

TERMS AND CONDITIONS

- All applicants must agree to the following terms and conditions in order to continue with the application process: By agreeing to these terms and conditions, the chief elected official of the county certifies that this program is conducted in accordance with any applicable local, state, and/or federal laws. In addition, the CEO certifies that this program is operated as described in the submitted award applications.

PAYMENT OPTIONS

- **The fee for each application is \$60.00 for a member county and \$150.00 for a non-member county. If you are unsure of your membership status, please contact your Chief Elected Official's office.**
- There are two payment options for the Achievement Award applications. Any application received without payment will not be processed.
 - Online: payment by credit card may be made through our online payment system. Once submitted a receipt will be emailed to the email address provided.
 - By Mail with Credit Card or Check, Voucher, or Purchase Order: Please attach the check or voucher/purchase order to the emailed invoice along with any relevant instructions regarding this type of payment.

